



The Transition to ARC

A weekly update to United States Mint Office of Human Resources (OHR) employees
From Sheila E. Williamson, Assistant Director, Office of Human Resources

Communication 22

Friday, December 9, 2005

WHAT WE HAVE DONE SO FAR?

- Frequently asked questions (FAQs) are posted on ARC's website. As new questions become available they will be posted to both the United States Mint and ARC's websites. Please send them to Sheila Williamson.
- In the past, some utilized the practice of submitting awards with one signature. While we have done this over a period of time, this is inconsistent with the United States Mint and Treasury policies. Therefore, all awards must have an initiating and a reviewing official's approval prior to submission to ARC.
- Sheila Williamson and ARC team members met on Tuesday, December 6, 2005. Issues discussed were the consistency of service and clarification of roles between the United States Mint and ARC.

OTHER ISSUES DISCUSSED -

OWCP – Sheila Williamson and Nancy Smith will be developing a chart to clarify responsibilities for the United States Mint and responsibilities for ARC.

Leave Errors – Leave error reports and leave balances for timecard corrections will be submitted on a weekly basis.

Web TA – ARC is working on the rollover of corrected timecards to be submitted in a timely manner.

Vacancy announcements – ARC will standardize vacancy announcements across the United States Mint facilities and headquarters.

Awards – Accounting code information on award submissions and proper routing approvals have been clarified.

Reports to correction in HR Connect system – Corrections need to be made in the system, as well as mismatch of accounting codes in HR Connect need to take place (United States Mint personnel is working on).

Processing personnel actions – Supervisors have to ensure timely submission of personnel actions for ARC to process timely.

Classification – Clear delineation of career ladder positions for ARC is being reviewed.

Follow-up visits – Future visits will be coordinated with Plant Managers.

Duplication of HR Services – Reminder to HR employees of their role and ARC's responsibilities.

Managing Organizational Change training (Washington only) December 14 – 15, from 8:00 a.m. to 4:30 p.m.

Next Steps

- Sheila Williamson continues to monitor progress towards the OHR of the Future. Updated information is being communicated to Plant Managers on an on-going basis.
- Sheila Williamson and Nancy Smith of ARC will develop a roles and responsibility chart which will be disseminated to each Plant Manager by the end of the month.

Message from the Mint-wide Career Consultant Team Coordinator for OHR, Wanda Wright:

The training team continues to bring training to HQ and field sites upon their request. Career Consultants in the field sites will continue to identify detail opportunities for their employees. In addition, if you need materials in reference to Change Management, Interviewing Techniques and KSA writing, handouts are available upon request.

HQ employees please mark your calendar and sign up for Managing Organizational Change. This course will be offered to the first 20 employees on December 14-15, 8:00am to 4:30 pm, 2nd Floor Conference Room B.

In the future, Lily Whiteman will be scheduling seminars in the field sites upon request.